

**IMPORTANT NOTICE REGARDING
E-FILING OF CASE INITIATING DOCUMENTS
AND ON-LINE CREDIT CARD PAYMENT OF FEES**

To: All Registered Attorneys in the Middle District of Georgia

From: Gregory J. Leonard, Clerk

Date: February 13, 2006

Effective **May 1, 2006**, the U.S. District Court for the Middle District of Georgia will implement two new procedures with regard to electronic filing using CM/ECF. These new procedures are as follows:

- (1) **Attorneys will be required to electronically file case initiating pleadings in civil cases** which includes the following documents:

Complaint
Notice of Removal
Complaint for Forfeiture (U.S. Attorney only)

Events for these documents will appear on the civil main menu screen under the category Initial Pleadings and Service, Case Initiating Documents. The Civil Cover Sheet and any summons to be issued must be included and filed as two separate attachments to the main document (all summons should be e-filed as one attachment). Fillable forms for both the civil cover sheet and the summons are located under the Forms & Guides section of our website at www.gamd.uscourts.gov ; **these forms should be saved in PDF format once completed rather than printing and scanning them.** The Clerk's Office will return the issued summons to you by e-mail via a Notice of Electronic Filing.

When e-filing either of these three documents, you will be prompted to enter the case number that appears on the screen and also the short title of the case; no judge assignment will be made at the time you are filing. Once the Notice of Electronic Filing (NEF) appears, you should print and save it as your receipt of filing. Please note that the case number that appears on the NEF is only a temporary number.

The Clerks Office will receive electronic notification that you have filed the pleading and a clerk will assign a permanent case number, the judge(s), and will enter all the parties and statistical information using the documents you e-filed in the temporary case. **Once completed, you will receive an NEF indicating the permanent case number and judge assignment(s) to be used for filing all subsequent pleadings.** (The file date in the permanent case will always be the same date as in the temporary case.)

- (2) **We will require on-line payments by credit card for certain transactions** filed by registered users of CM/ECF. Fees associated with filing of qualifying documents will be payable via one of the following credit cards:

Visa	Discover
Master Card	Diner's Club
American Express	

When electronically filing any of the following pleadings, a credit card payment screen will appear indicating the amount of the fee to be paid:

In Civil Cases -

Complaint	Notice of Cross Appeal
Notice of Removal	Notice of Interlocutory Appeal
Notice of Appeal	Notice of Subsequent Appeal

In Criminal Cases -

Notice of Appeal-Final Judgment of Conviction
Notice of Appeal-Interlocutory
Notice of Appeal-Other
Appeal of Magistrate Judge Decision to the District Court

If your credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, you will not be able to complete your e-filing entry; in other words, payment is required to e-file any of the documents listed above. If either of these problems occur and you must file your document on the same date, you will need to bring the paper documents with your payment to the nearest Clerk's Office between 8:30 a.m. and 5:00 p.m. or deposit them in the drop box outside the building if after normal business hours to ensure timely filing.

****ADDITIONAL INFORMATION - CHANGES IN FILING FEES****

Congress has recently passed a bill increasing the filing fee for civil cases from \$250 to \$350. Appeal filing fees have increased from \$255 to \$455. These increases will not take effect until sixty (60) days after Presidential approval.